

MINUTES OF THE MEETING OF BAWDESWELL PARISH COUNCIL HELD ON THURSDAY 1st SEPTEMBER 2022 AT BAWDESWELL VILLAGE HALL STARTING AT 7.00PM.

Present: J. Mallen (Chair), A. Hartley-Walder, K. Ewing, A. Toomey, D. Coles and R. Reed

Mrs J Boxall (Clerk)

Members of the public – 2

1. To receive and note apologies for absence.

Apologies for absence were received from Cllr Lilwall.

2. To record declarations of interest from members in any item to be discussed.

No declarations of interest were received.

3. To approve the minutes of the Parish Council meeting held on Thursday 7th July 2022.

It was unanimously **AGREED** to approve the minutes of the Parish Council meeting held on Thursday 7th July 2022, as a true and accurate record as proposed by Cllr Ewing, seconded by Cllr Hartley-Walder. Minutes were duly signed.

4. To adjourn the meeting to allow members of the public to speak on agenda items.

No comments were received.

5. To receive reports from District Councillor, County Councillor & Police. To receive report from Village Hall & Primary School

County Councillor Borrett and the Police were not in attendance. District Cllr Bambridge sent his apologies

The Primary School representative was not in attendance. Although an enquiry had been received regarding the administration of a trust for the supply of school uniforms to first year High School students, it was agreed that it was not a Parish Council matter and the Council understood that the school governors would be taking further action as appropriate.

Cllr Lilwall was not in attendance but an email report forwarded prior to the meeting, was read out, giving a brief update on Village Hall matters.

6. To receive update on matters arising from previous minutes for information only

It was reported at the last meeting that 'Norfolk Wildlife Trust had confirmed an interested in acquiring the Heath and were beginning to employ a solicitor to look at land ownership' Cllr Mallen confirmed that the Norfolk Wildlife Trust cannot own the Heath but are looking to manage it. Objections had been received from a couple of parishioners regarding the proposed Village gates. It was agreed to review this at the next meeting.

7. To receive update on speeding concerns / 20MPH outside school and consider / approve further action including approval of Memorandum of Understanding for SAM 2 devices

County Cllr Borrett emailed confirmation to Norfolk County Council of his members allowance donation of £1000 towards speed reduction measures.

20MPH outside primary school – Cllr Coles raised the proposal to reduce the 30MPH limit to 20MPH with the Highways Engineer. They confirmed via email that there would be a 2 year wait and a £7000 cost to the parish council (not covered under the Parish Partnership scheme), the cost being legal and design with a small part for actual works. No costings were received in respect of the supply /installation of a flashing 20MPH sign (covered under Parish Partnership).

It was agreed that the Clerk should write to County Cllr Borrett and highlight the matter.

HGV's accessing B1145 – Cllr Coles confirmed that he would be attending a meeting on 29th September with representatives from Cawston and Reephams to further the proposal for a traffic survey.

Memorandum of Understanding – It was unanimously **AGREED** to approve the memorandum of understanding in respect of the SAM2 equipment as proposed by Cllr Coles, seconded by Cllr Ewing.

To receive update following hedge / tree letters and consider / approve further action

Cllr Coles confirmed that the majority of households had complied with the Parish Council's request to attend to overgrown hedges / trees. A report was circulated for consideration. As it was understood that it was Highways responsibility to ensure that road signage is visible, and as a good response was received to the letters sent, no further action was proposed. It was confirmed that the overhanging hedge on Paradise Lane was Highways responsibility to cut back.

9. To receive update on wind farm development on matters affecting Bawdeswell – Construction Traffic

Cllr Coles, gave an update on developments regarding the wind farm / pylons. A response from Equinor confirmed that '*Equinor have sought to ensure that where possible traffic is routed away from the most sensitive communities.*' and;

'With specific regards to the B1145 and the communities you mention, the proposed access strategy for SEP and DEP allows all HGV traffic to approach from the east (via the A140 and B1149). The only part of the B1145 that would be utilised by HGV traffic is a small section to the east of Cawston towards the A140, no HGV traffic would therefore travel west of this and through Cawston, Reepham and Bawdeswell.'

Cllr Coles and Cllr Ewing intended to meet with Vattenfall and Hornsea contractors to ascertain the impact of HGV traffic on Bawdeswell. Cllr Coles was thanked for his work on the issue.

10. To consider / approve schedule of works and further action regarding future maintenance / management of green open space

The Clerk circulated a proposed schedule of works in respect of grounds maintenance for 2023 onwards. Following discussion it was unanimously **AGREED** to seek quotes with both options for collection / non collection of cuttings included as proposed by Cllr Mallen, seconded by Cllr Reed.

11 To receive playground update and consider / approve further action

It was confirmed that the sandpit has now been removed. Cllr Mallen confirmed that following a regular inspection of the play equipment no major concerns had been noted. Cllr Hartley- Walder confirmed that she had removed planks of wood with nails sticking out, believed to come from the border around the climbing frame and expressed concern over the amount of rubbish left on the play area. It was agreed that the Clerk would email the Handyman with a list of maintenance and volunteers would be sought to tackle the issue of rubbish.

12. Planning

To consider planning applications

3OB/2022/0047/OB - Land Off Hall Road, Bawdeswell, NR20 4SQ - Discharge the planning obligation on 3PL/2018/0993/F - Confirmation of compliance with all conditions imposed by the S106 agreement (Planning Obligation)-Flagship Housing
The Council agreed that they had no comment or objection to the application.

To receive decisions from Breckland District Council

Proposed Rear Canopy/Side Pitched Roof and Garage Conversion at 1 Dereham Road, Bawdeswell – Approval

To consider any late planning applications

3PL/2022/0943/VAR - Variation of Condition No 3 on 3PL/2021/1554/F - Change the wording of condition 3 at Old Workhouse Paddocks Reepham Road

The Council agreed to object to the application on the grounds that planning conditions were laid down on grounds of hygiene and control of horses. If horses were allowed on site, there is a question of where would they be ridden.

3PL/2022/0930/HOU - Change of materials and minor fenestration alterations at BAWDESWELL: Pigmans House, Reepham Road.

The Council agreed that they had no comment or objection as the proposals were an improvement on the existing building

13. Finance

a) To receive income / expenditure budget figures for end August for consideration

The balance of the Community account as at 31st August 2022 was confirmed as £18,891.41, Business Money Manager was £36148.27 as at end July 2022. Bank charges of £8 were taken July and August 2022.

b) To approve payments made, to be made and approve late payments as necessary

All payments made and to be made as per schedule of payments were **AGREED** proposed by Cllr Ewing, seconded by Cllr Reed. The list of payments was duly signed.

List of payments made since the last meeting

Bank charges 13th May – 12th June 2022 £8.00 taken 4th July 2022

Graham Williamson – Sandpit removal £80 paid 10th July 2022

BEG – Grant for Queens Jubilee (minutes 3rd March 2022) £500.00 paid 10th July 2022

Reeves Tale – Grant for Community laptop (minutes 7th April 2022) £500.00 paid 14th July 2022

NPower - street lighting electricity 1/4-30/6 Direct Debit – 20th July 2022

K&M Lighting 13th July – 12th August £7.74 paid 25th July 2022

PKF Littlejohn – External audit £360.00 paid 28th July 2022

ICO Registration – annual renewal Direct Debit 28th July 2022

Clerks Salary and expenses July £483.02 paid 29th July 2022

Bank charges 13th June – 12th July 2022 £8.00 taken 3rd August 2022

Bawdeswell Village Hall – July £10.00 paid 13th August 2022

CGM Grounds Maintenance - July £184.20 paid 13th August 2022

NPFA Annual Membership £20.00 paid 13th August 2022

BHIB Insurance renewal £444.88 paid 13th August 2022

K&M Lighting 13th August – 12th September £7.74 paid 20th August 2022

Mr T Summers – Internal Audit £100.00 paid 20th August 2022
Clerks salary & expenses August £494.82 paid 31st August 2022

To consider / approve street lighting maintenance contract

Following consideration, it was unanimously **AGREED** to approve the renewal of the street lighting contract with K&M Lighting for a three year term at £94.16 + VAT per annum (£9.41 per month) as proposed by Cllr Mallen, seconded by Cllr Toomey.

To record conclusion of audit and receive External Audit report / certificate

PKF Littlejohn have completed their review of the Annual Governance & Accountability Return (AGAR) for Bawdeswell Parish Council for the year ended 31 March 2022. A copy of the external auditor report and certificate (Section 3 of the AGAR Part 3) has been published on the website / noticeboard along with a copy of Sections 1 and 2, on which their report is based. There were no matters arising and no further action is required. The Notice of Conclusion of Audit has been also been published.

14. Correspondence

Letters from residents re hedge cutting were acknowledged.

15. To receive items for information and receive items for the next agenda

It was confirmed that tree branches were growing into the guttering at jubilee garden. Clerk to contact tree surgeons for quotes for tree work. It was reported that the Bawdeswell sign (Reephams end) had still not been repaired / replaced. Cllr Coles confirmed that it has been reported.

Future agenda items to include an update on the proposed 20MPH signage outside the school and update on HGV's accessing B1145 / windfarm.

16. To approve the date of next Parish Council Meeting - Thursday 6th October 2022

It was agreed that the next meeting of the Parish Council would be held on Thursday 6th October 2022 at 7pm

17. To approve exclusion of the press and public under the public bodies (admission to meetings) act 1960 during discussion of agenda item 18;

It was unanimously **AGREED** to approve the exclusion on the press and public during discussion of agenda item 18

18. To carry out Clerk's appraisal for salary consideration effective April 2023 and review home working expenses

It was unanimously **AGREED** that following a positive review, the Clerks salary be increased 5% with effect from 1st April 2023 as proposed by Cllr Hartley- Walder, seconded by Cllr Coles. It was unanimously **AGREED** to increase the home working allowance to £10/month as proposed by Cllr Mallen, seconded by Cllr Toomey.

Cllr Coles raised a query with regards to an allowance for Councillors to cover expenses. It was confirmed that expenses should be agreed by the Council in advance.

19. To close the meeting

There being no further business, the meeting was closed at 20.44pm.